

UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO 09128

DIRECTIVE
NUMBER 10-1

15 MAY 95

POSTAL AND COURIER SERVICES

Official Mail

1. **Summary.**

a. The HQ USEUCOM Official Mail and Distribution Management Program implements the requirements of the DOD Official Mail Manual.

b. This program provides mail management guidance and support to the HQ and supported units. The guidance ensures that official matter is properly prepared for dispatch and distribution.

c. The intent of this ED is to provide for the unique requirements of this command. The details of the official mail program are in DOD Manual 4525.8-M.

2. **Applicability.** This Directive applies to all USEUCOM directorates/staff offices and subordinate elements.

3. **Internal Control Systems.** This Directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.

4. **Suggested Improvements.** ECJ1-AA is the proponent for this directive. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-AA, Unit 30400, Box 1000, APO AE 09128.

5. **References.**

- a. DOD 4525.8-M, DOD Official Mail Manual.
- b. DOD 4525.6-M, DOD Postal Manual, Volume I and II.
- c. AR 25-51, Official Mail and Distribution Management.
- d. ED 10-4, Intra-Theater Delivery Service.

6. **Definitions.**

a. Official Mail. Official matter which pertains solely to the business of the U.S. Government. It is addressed mail in the custody of the U.S. Postal Service, or having been postmarked by an Official Mail Distribution Center (OMDC). Postage is prepaid with appropriated funds.

b. Official Matter. Any item belonging to or exclusively pertaining to the business of the U.S. Government.

c. Express Mail. The most costly method of mailing. The class of mail afforded the highest priority of mailing. Used only to prevent mission failure or financial loss.

d. Official Intra-Theater Mail (OITM). Official matter that remains in the Military Postal Service (MPS) and does not enter the United States Postal

Service (USPS).

7. **Responsibility.**

a. The USEUCOM Official Mail Manager (OMM) is a subordinate of the ECJ1-Adjutant. The USEUCOM OMM is responsible for overall program management. The OMM will conduct training and establish internal controls on postal expenditures to create a cost-effective mail management program.

b. The subordinate elements will appoint an OMM in writing. OMMs shall be commissioned, warrant, or noncommissioned officers (E-7 or higher) or DOD civilians (GS-7 or higher). This requirement is waived only when the activity concerned has no personnel in the grades specified.

c. Each individual who prescribes, creates, designs, or prepares pieces for mailing shall comply with this directive. The individual action offices are responsible for monitoring the use of official mail.

8. **Official Mail Cost Control.** Everyone who uses official mail is responsible for cost control. When mailed, official matter shall move at the lowest postage cost to meet the required delivery date, security, and accountability requirements. Official mail users may reproduce the Guide to Cost-Effective Mailing (See Appendix A).

9. **Program Administration.**

a. This command will conduct OMM inspections at least once a year. These inspections may be combined with other inspections and staff assistance visits. DD Form 2495 (Official Mail Manager's Inspection Checklist) may be used for inspections. Use only the items that apply to organization. Local reproduction of this form is authorized (See Appendix B).

b. Official mail use is limited to items that are the exclusive business of the U.S. Government. Report unauthorized use of official mail to the commander and resource manager. For additional information see Appendix D for unauthorized uses of Official Mail.

10. **Express Mail.**

a. Use only when it is the most cost effective way to accomplish the mission within time, security, and accountability constraints.

b. Do not use:

(1). For the purpose of correcting administrative oversights such as a late suspense when adequate time existed.

(2). To respond to directed actions or requests for information unless using it is the only way to meet a short suspense.

(3). On Thursday, Friday or holidays unless the sender has verified someone will be available to accept it and work on it during the weekend or holiday.

(4). For classified material.

c. USAREUR requires account-ability for the use of Express Mail, therefore, the sender will submit a memorandum to the OMM justifying the use of express mail. The memorandum must state why express mail must be used, and, if responding to a suspense, that adequate time did **not** exist to respond to the suspense. The memorandum shall be signed by the directorate executive officer, designated alternate or the activities Official Mail Manager (OMM) (see Appendix C for sample memorandum).

d. Matter to be Express mailed will be brought to the Official Mail and Distribution Center with the signed memorandum. Express mail must be

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delivered to the Official Mail and Distribution Center prior to 1000 hours to ensure dispatch to the APO. Customers desiring to use Express mail after 1000 hours can bring the mail to the Official Mail and Distribution Center for packaging and postage, then hand carry the package to the local APO for dispatch.

11. **Mail Classes and Special Services.** The authority to approve use of the below listed "Special Services rests with the HQ USEUCOM OMM and may not be delegated.

- a. Select the most economical class authorized.
- b. **First Class** mail is used for all letter sized mail and other matter weighing 11 ounces or less.
- c. **Priority mail** is any mailable First-Class matter weighing over 11 ozs but less than 70 lbs.
- d. **Registered mail** provides added protection. Use only if required by law or a directive. Slow and expensive; use only with First Class and Priority Mail. Registered mail must be used for material classified SECRET or CONFIDENTIAL. Registered mail may be used for:
 - (1). Criminal investigation evidence.
 - (2). Cash, original vouchers (disbursing and collecting), and voided or canceled checks.
 - (3). One-of-a-kind, irre-placeable, sensitive, controlled, rare, or pilferable items and items having a replacement cost in excess of \$20,000. Such items include but are not limited to calibration equipment, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanicals and art work.
 - (4). Mailable shipments of Government-owned firearms. (Return receipts may be used.)
 - (5). Classified documents as required by DOD 5200.1-R and AR 380-5, paragraph 8-103c.
 - (6). Final notices to individuals about indebtedness to the Army Emergency Relief Fund.
 - (7). Other communications and parcels that by law, DOD directive, or Service regulation must be registered.
 - (8). The following items with return receipt:
 - (a). Environmental samples.
 - (b). Notification of radiation exposure.
 - (c). Mailing former evidence to its owner.
 - (d). Mobilization preassignment orders to international addresses where this service is authorized.
 - (e). All actions involving the processing of claims.

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e. **Certified mail** provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled and treated in transit as ordinary mail. If lost, it cannot be traced. It is an excellent control measure and is cheaper than registered mail. Certified Mail may be used for:

- (1). Letters to establishments being declared "off limits."
- (2). Adverse enlisted and officer efficiency reports and other similar actions.
- (3). Controlled test material.
- (4). Instructional material marked "For Faculty Use Only."
- (5). Items requiring shipment by priority mail when the certified fee is less than the fee for other services which provide proof of delivery.
- (6). Commercial transportation tickets, boarding passes, and Military Airlift Command authorizations when personal delivery or pickup is not possible.
- (7). Official U.S. Passports required by DOD employees for official travel.
- (8). The following items with return receipt:
 - (a). EEO case material mailed to complainants and their representatives.
 - (b). Reduction-in-force notices sent to civilian employees on authorized absence.
 - (c). Final decisions of a contracting officer issued under the dispute clause of a Government contract.
 - (d). Show cause or cure notices issued under the default clause of a Government contract.
 - (e). Any other communication for which receipt is essential to create or preserve rights granted to the United States under a Government contract.
 - (f). Debarment letters.
 - (g). Delayed entry packets.
 - (h). Summonses and subpoenas.
 - (i). Illegally held identification cards.
 - (j). Adverse personnel actions for military and civilian personnel to include personnel "V" letters to Reserve Components.
 - (k). Traffic or driving violations.
 - (l). Letters of revocation or suspension of installation driving privileges.
 - (m). Dishonored checks (not applicable to nonappropriated fund instrumentalities).

(n). Questionnaires to injured persons.

(o). Legal matters including records of trial for all Special and General Courts Martial; decisions of the courts of military review; Officer elimination cases; all actions involving the processing of claims; and any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.

(9). Other communications and parcels that by law, DOD directive, or Service regulation must be certified.

f. **Unnumbered insured mail** is delivered as ordinary mail and will not be used. No exceptions will be granted.

g. **Numbered insured mail** provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed.
Numbered insured mail will be used only:

(a). For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter. However, logistical equipment and/or spare parts for equipment listed on the mailing organizations property book (second line destination items) must be shipped through the local installation transportation office.

(b). To return borrowed library and similar items when required by the non-military sender.

(c). Free-admission motion picture video cassettes. OMMs may authorize movement of free-admission motion picture video cassettes by numbered insured mail, return receipt for merchandise mail, or certified mail, whichever is most cost effective. Free-admission cassettes are furnished by the Motion Picture Service, through the U.S. Army Community and Family Support Center, contingent on the Army ensuring security during movement of the items.

12. Preparation For Mailing.

a. All mail except standard letter sized First Class Mail, shall be marked to show the mail class. The sender should completely prepare the correspondence for mailing before bringing it to the mail room. Do not use the "OFFICIAL MAIL" rubber stamp. Mark large envelopes and packages as FIRST CLASS or PRIORITY as applicable. Third and fourth class may be marked at the mail room.

b. Addresses, both TO and FROM should be typed whenever possible. Use of hand printed addresses slows the processing time of mail and should only be used when no auto-mation or other methods of typing are available. Make sure mailing address and return address are correct. See Appendix E for samples.

c. Normally, official mail is addressed to individuals by title and not addressed to an individual by name. When necessary, put an individual's name on an attention line behind the office symbol. Official matter that is addressed like personal mail will be brought to the attention of the OMM by mail room personnel before it is postmarked. The OMM will either return it to the office of origin for inspection and investigation or contact the return addressee to determine if it is Official Mail. The OMM will only open Official Mail when absolutely necessary. The OMM will report unauthorized use of official mail to the commanders of alleged violators.

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d. The use of penalty indicia stamped envelopes is no longer authorized. Place a blank label over the statements "Penalty for private use \$300" before using the envelope.

e. To speed up mail room service, request users of the HQ USEUCOM OMD C separate mail going to CONUS from intra-theater mail. Bring outgoing correspondence to the mail room daily. Mail is dispatched daily from the mail room by 1030 hours. Mail brought to the mail room after 1030 hours will be dispatched the next day.

f. Use zip + 4 code when known in the delivery address.

g. Official Intra-Theater Mail (OITM) should be marked as such in the upper right hand corner of the envelope or parcel. Express Mail is not available for OITM.

13. Postal Stamps.

a. For activities that use postal stamps, the following internal controls will be used:

(1). Secure the stamps in a locked container or room.

(2). Keep no more than a 90 day supply of stamps on hand.

(3). Use a log to document who used the stamps, for what purpose, the date used and amount used.

(4). Inventory stamps twice yearly, using the purchase receipts, resource management authorization receipt, and the use log to determine accountability. Have a third party check the inventory results.

b. Maintain a MARKS file 600-8-3dd, title: Postage Stamp Stock Account. Include the inventory results and supporting documents in this file.

14. Mail room and Distribution Offices.

a. Those activities which operate a mail room must do so in accordance with applicable USPS and DOD requirements.

b. Mail room operators will provide activities that they support with a current routing schedule for meeting the customer needs.

c. Personnel who handle mail or administrative communications must readily transmit these items, and protect them from damage, loss or theft. Treat information in these items in confidence and do not disclose it to unauthorized persons.

d. Official mail items sent between two action offices within HQ USEUCOM are considered administrative communication. Use SF 65, U.S. Government Messenger Envelope (shotgun, holy joes, guard mail) for routing and distribution of administrative communication.

15. Pick Up and Delivery of Official Mail. Activities using the HQ USEUCOM Official Mail and Distribution Center will comply with the following special instructions:

a. **EXPRESS MAIL.** Express Mail must be accompanied by a memorandum (see paragraph 10c). Personnel picking up incoming Express Mail will sign an AF Form 12 showing receipt of the Express mail.

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b. **REGISTERED MAIL.** Registered Mail must be used for classified documents (Secret & Confidential) and can be used for high value items (in excess of \$20,000). See para 11d above for a listing of what can be sent registered mail.

(1) Customers will bring a completed DA Form 3964 with each Registered package that contains classified documents. Official Mail and Distribution Center annotate the DA Form 3964 with the registered number. The DA Form 3964 is the customer's receipt that OMDC has received the registered package. If a signed receipt is required, OMDC personnel will date and sign the reverse of the DA Form 3964. In those instances where the registered package is not classified, and not accompanied by a DA Form 3964, a PS Form 3806 or an AF Form 12 can be used as a customer receipt.

(2) Personnel picking up incoming Registered Mail will sign an AF Form 12 showing receipt of the Registered mail.

c. **CERTIFIED MAIL.** Certified Mail will be used when a record of delivery to the Post Office of address is required. See para 11e above for a listing of what can be sent certified mail. The top portion of the Certified Mail sticker is the customer's receipt. Personnel picking up Certified Mail from the Official Mail and Distribution Center will sign an AF Form 12 showing receipt of the Certified mail.

d. **INSURED MAIL.** Insured Mail will only be used for high value items that must be mailed. See para 11f above for a listing of what can be sent insured mail. The top portion of the Insured Mail sticker is the customer's receipt. Personnel picking up Insured Mail from the Official Mail and Distribution Center will sign an AF Form 12 showing receipt of the Insured mail.

e. **OFFICIAL MAIL AND DISTRIBUTION.** Normal Official Mail and Distribution does not require piece for piece accountability. However, all customers using the HQ USEUCOM Official Mail and Distribution Center will sign a log showing that they have picked up their Official Mail and Distribution or checked and found no mail or distribution. A sample of the log (HQ USEUCOM Form 10-1-R) is at Appendix F.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION:

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APPENDIXES:

- A - Guide to Cost Effective Mailing
- B - Official Mail Manager's Inspection Checklist
- C - Express Mail Memorandum
- D - Unauthorized Uses of Official Mail
- E - Sample Addresses
- F - Official Mail and Distribution Log
- G - Sample PS Form 3806

APPENDIX C

SAMPLE MEMORANDUM FOR EXPRESS MAIL

ECJ?

9 March 1995

MEMORANDUM FOR Official Mail and Distribution Center

SUBJECT: Request for Express Mail

1. Request the attached package be Expressed Mail. Express Mail is the only viable method for this package to reach its destination by the required date. The contents must reach the Air Force Personnel Center NLT 12 Mar 95.
2. This package does (or does not) respond to a suspense. The suspense was received on 6 Mar 95 and adequate time did not exist to answer the suspense, without using Express Mail.
3. If mailed on a Wednesday, Thursday or three days prior to a Federal Holiday, a statement indicating the name and phone number of a Point of Contact who will receive the package and **work on it** on the weekend or holiday will be included in the memorandum.
4. The ECJ? POC is _____.

TIMOTHY T. EXPRESS
LtCol, USAF
ECJ? Executive Officer

APPENDIX D

UNAUTHORIZED USES OF OFFICIAL MAIL

The use of appropriated fund postage (Official Mail) is not authorized on:

- Matter that is not exclusively U.S. Government business.
- Material delivered by a method other than the USPS.
- Nonmailable items such as items that are undersized, oversized, overweight, or explosive.
- Postcards, unless the cards are DoD or DoD Component approved forms.
- Official material, such as daily, weekly and housing bulletins containing unofficial information.
- Information sent by DoD Components about non-mandatory events.
- Invitations to social functions to satisfy personal social obligations even if they are the result of an official position.
- Personal congratulatory letters from one individual to another in a private capacity.
- Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and similar material.
- Correspondence from international commands such as North Atlantic Treaty Organization official correspondence.
- Correspondence of foreign military personnel.
- Mail posted in foreign post offices. Such mail must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DoD mail. (There is an agreement with the BUNDESPOST)
- Anything mailed by concessionaires or their employees.

APPENDIX D

UNAUTHORIZED USES OF OFFICIAL MAIL (Cont.)

- Fund drives not officially endorsed by the DoD or the DoD Component concerned.
- Unofficial biographies and unit histories.
- Dependent school yearbooks and other unofficial items such as announcement cards, thank you cards, memory albums, and biographies.
- Announcements and attendance responses related to DoD Component branch anniversary parties and similar events.
- Mailings by or for private associations, such as unit associations, wives clubs, Boy Scouts, etc.
- Mailing matter donated by individuals for donations to other individuals or charitable organizations.
- All similar matters that do not relate exclusively to the business of the U.S. Government.

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APPENDIX E
SAMPLE ADDRESSES

TO ADDRESSEE

TO CONUS	INTRA-THEATER	INTERNATIONAL
U.S. CENTRAL COMMAND ATTN: CCJ1-AG DIVISION 7115 S. BOUNDARY BLVD. MACDILL AFB, FL 33621	HQ, 1ST PERSCOM ATTN: AEUPE-PSSD UNIT 12345, BOX 1000 APO AE 09081	COMMANDANT 6TH PANZER STR. 71 D-12345 HANNOVER

RETURN ADDRESSEE

HQ USEUCOM	HQ USEUCOM	HQ USEUCOM
ATTN: ECJ1-AA UNIT 30400, BOX 1000 APO AE 09128	ATTN: ECJ1-AA UNIT 30400, BOX 1000 APO AE 09128	ATTN: ECJ1-AA UNIT 30400, BOX 1000 PATCH BARRACKS D-70569 STUTTGART

APPENDIX F

 OFFICIAL MAIL AND DISTRIBUTION LOG
 DATE _____

ACCOUNT NUMBER	ACTIVITY	PRINTED NAME/TIME	SIGNATURE
101	ECJ1		
102	ECJ2		
103	ECJ3		
104	ECJ4		
105	ECJ5		
106	ECJ6		
107	ECSO		
108	CSC		
109	NAVY PSC		
110	DISA		
111	MTMC		
112/139/140/ 141/142	ECDC/ECPLAD/ ECJS/ECCS/ ECCS-P		
113	NCEUR		
114	ECMD		
115	ECCH		
116	USAFE JSS		
117	ECCM		
118	ECLA		
119	ECPA		
120	ECIG		
121	GSA		
122	ECCS-AS		
123	PAS		
124	UCCS-SIO		

APPENDIX F

OFFICIAL MAIL AND DISTRIBUTION LOG
DATE _____

ACCOUNT NUMBER	ACTIVITY	PRINTED NAME/TIME	SIGNATURE
125	DLA		
126	DNA		
127	SECURE ENG SVCS		
128	DIGITAL		
129	VITRO		
130	GTE		
131	AERO CLUB		
132	PRC		
133	ECRA		
134	MITRE		
135	HFSI		
136	SECURITY APPLICATIONS		
137	ELECTROSPACE		
138	ITT		
143	ECSM		
NONE	ECJ2-SSO		
NONE	ECJ2-IOD		